

April 11, 2013

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Minutes of the Chicopee Retirement Board monthly meeting held on April 11, 2013 at 1:00 p.m. in the Auditor's Conference Room.

Present: Members O'Shea, Mackechnie, Riley, Montcalm and Boronski.

Also present was Kevin Chriske and Jon Waite from SEI Investments.

The Chairman called the meeting to order at 1:00 p.m.

SEI INVESTMENTS/ASSET ALLOCATION REVIEW: Kevin Chriske and Jon Waite were present to explain the outcome of the asset allocation review performed by SEI Investments. They gave the board a booklet with the SEI Investments' information dated April 11, 2013. Mr. Waite and Mr. Chriske reviewed the assumptions used in the asset allocation analysis and reviewed the current portfolio and made recommendations to the board. These recommendations would increase diversification, decrease risk, and increase return opportunities. The recommended Portfolio A from SEI Investments would include the investment in the SEI Dynamic Asset Allocation Fund, SEI Emerging Market Equity Fund, and the SEI Opportunistic Income Fund, while reducing the allocation to funds currently held with SEI Investments. Information was also provided regarding past returns of these funds, as well as fee information. Upon review of the asset allocation information received from SEI Investments and discussion of the recommendations, a motion was made by Mr. Mackechnie and seconded by Ms. Boronski to invest in the SEI Dynamic Asset Allocation Fund, SEI Emerging Market Equity Fund and the SEI Opportunistic Income Fund according to Portfolio A as recommended by SEI Investments pending PERAC approval. SEI Investments will contact PERAC for the necessary regulation. Attorney Sacco will assist in this matter as necessary. **ALL IN FAVOR**

INVESTMENT OBJECTIVES/POLICY STATEMENT: The board and board counsel reviewed the Investment Objectives/Policy Statement. After discussion, a motion was made by Mr. Mackechnie and seconded by Ms. Boronski to approve the updated Investment Objectives/Policy Statement. This information will be sent to PERAC. **ALL IN FAVOR**

ANNUAL DISCLOSURE FORMS: Annual Disclosure Forms must be filed by all investment service providers with the board and PERAC. SEI Investments filed the necessary forms with PERAC and the board. These forms were placed on file.

A motion was made by Ms. Riley and seconded by Mr. Montcalm to accept and approve the Minutes of the previous monthly meeting held on March 14, 2013. These minutes will be placed on file. **ALL IN FAVOR**

A motion was made by Ms. Riley and seconded by Mr. Mackechnie to accept and approve the executive session minutes of the previous meeting held on March 14, 2013. These minutes will be placed on file. **ALL IN FAVOR**

A motion was made by Ms. Boronski and seconded by Mr. Montcalm to concur with the payment of warrant 7 and approve monthly expense warrant 8. **ALL IN FAVOR**

INVESTMENTS-PERFORMANCE REVIEW: PRIM provided the board with the monthly report of their Investment Performance as of February 28, 2013.

SCHEDULE OF BOARD MEETINGS: The Retirement Board Meetings are normally held on the second Thursday of every month except for the following rescheduled meetings: 05/09/13 to 05/02/13, and 07/11/13 to 07/18/13. Any further changes will be updated monthly.

The Chairman asked to take the following matters out of order until everyone was present for the Executive Session-Involuntary Retirement Application, Involuntary Retirement Application, and Discussion of Chapter 32, Section 90(G)(3/4)-Member Election. There was no board objection.

PERAC's approval of an accidental disability retirement allowance was received for the following person according to statute:

Christopher Ashwell, Sanitation/Recycling Department

The following people made a request for a retirement allowance according to statute:

Dixie Lauzon, School Department

Richard Wilke, School Department

After discussion and reviewing the statutory provisions for these retirement requests, a motion was made by Ms. Boronski and seconded by Ms. Riley to approve these requests for retirement. ALL IN FAVOR

The following people made a request for a refund according to statute:

Laura Denehy, School Department

Maureen Samson, School Department

Rebecca White, School Department

These refund requests were prepared for board approval after the refund requirements according to statute were reviewed. A motion was made by Mr. Mackechnie and seconded by Mr. Montcalm to approve these refund requests. ALL IN FAVOR

The following request for Survivor Benefits was received according to statute:

Martin Bernier – deceased

This survivor benefit was presented to the board for approval after the statute provisions were reviewed. A motion was made by Ms. Riley and seconded by Ms. Boronski to grant survivor benefits. ALL IN FAVOR

PERAC's approval of accidental disability retirement allowance calculations were received for the following people according to statute:

William Morehouse - Parks Department

Joshua Thomas – Sanitation Department

The following superannuation retirement allowance calculations were prepared for board approval according to statute:

Cheryl Goss, School Department

Roger Raymond, School Department

A motion was made by Ms. Boronski and seconded by Mr. Mackechnie to approve the superannuation retirement allowance calculations of these retirees. **ALL IN FAVOR**

ANNUAL STATEMENT: The annual statement was prepared, reviewed and placed on file. The statement will be mailed to PERAC before May 1, 2013.

STATEMENT OF FINANCIAL INTERESTS: The Statements of Financial Interests will be filed with PERAC by the retirement board members no later than May 1, 2013.

INFORMATION REQUESTS: The policy for information requests was further reviewed. A motion was made by Ms. Boronski and seconded by Mr. Montcalm to update the policy. **ALL IN FAVOR**

ACTUARIAL VALUATION: The board reviewed the additional funding schedules prepared by the board actuary. These schedules included the increase of the COLA base and the increase in Section 101 benefits. After reviewing the information, a motion was made by Mr. Mackechnie and seconded by Mr. Montcalm to approve Schedule A pending City Council approval of Section 19 of Chapter 188 of the Acts of 2010, and Sections 27 and 28 of Chapter 131 of the Acts of 2010, under the provisions of Chapter 32, Section 101. **ALL IN FAVOR**

SECTION 101 LEGISLATION: A local option was inserted by Sections 27 and 28 of Chapter 131 of the Acts of 2010, under the provisions of Chapter 32, Section 101, to increase allowances of all individuals receiving an allowance pursuant to G.L. c. 32, section 101. A motion was made by Ms. Boronski and seconded by Ms. Riley to accept Sections 27 and 28 of Chapter 131 of the Acts of 2010, under the provisions of Chapter 32, Section 101, which also requires City Council approval of these sections. **ALL IN FAVOR**

COLA LEGISLATION: Systems may increase the maximum base on which cost-of-living adjustments are calculated, and the Retirement Board would like to increase the base up to \$15,000. A motion was made by Mr. Mackechnie and seconded by Ms. Boronski to accept a local option under the provisions of Chapter 32, Section 103(j), inserted by Section 19 of Chapter 188 of the Acts of 2010, which also requires City Council approval of this section. **ALL IN FAVOR**

ANNUAL CONFERENCE: The National Conference on Public Employee Retirement Systems will be held in Honolulu, HI, from May 19, 2013 through May 23, 2013. After discussion, a motion was made by Ms. Boronski and seconded by Mr. Mackechnie to allow one person to attend this conference and to approve the estimated expenses of \$3,574.00 per person. **ALL IN FAVOR**

MACRS SPRING CONFERENCE: We received notice that the conference will be held in Hyannis, Massachusetts from May 31, 2013 through June 5, 2013. After discussion, a motion was made by Ms. Riley and seconded by Ms. Boronski to send 4 people to attend this conference, which includes the pre-conference comprehensive training for two people, and to approve the total estimated expenses of \$4,200.00 for 4 people to attend the MACRS Spring Conference. **ALL IN FAVOR**

PERAC MEMOS

12. 2012 Statement of Financial Interests
13. Tobacco Company List
14. Follow up to PERAC Memoranda #4/2013 and #7/2013
15. Mandatory Retirement Board Member Training-2nd Quarter 2013

These memos were reviewed and placed on file.

REPORTS AND NOTICES:

- o Checking Account Reconciliation Report for the month of February
- o PRIM Correspondence – 2013 Investors’ Conference and Related Documents
- o PERAC Pension News – March 2013
- o PERAC Pension Newsflash – RE: 2012 Statement of Financial Interests
- o PERAC Correspondence - Bi-annual Review of Calculations for Board Accepting Waiver

These reports were reviewed and placed on file.

A motion was made by Ms. Riley and seconded by Mr. Montcalm at 2:35 p.m. to recess the meeting until 3:00, when everyone would be present for the Executive Session-Involuntary Retirement Application, Involuntary Retirement Application, and Discussion of Chapter 32, Section 90(G)(3/4)-Member Election. There was no board objection.

A motion was made by Mr. Mackechnie to go into Executive Session as per M.G.L Chapter 30A Section 21 for the purpose of discussing the reliability and physical condition of one individual. The board will then reconvene in open session. A roll call vote was taken as follows: Mr. Mackechnie, “yes”, Ms. Riley, “yes”, Mr. Montcalm, “yes”, Ms. Boronski, “yes”, and Mr. O’Shea, “yes”.

The meeting went into executive session. The board will reconvene in open session after the executive session.

The board reconvened in open session.

An involuntary retirement allowance application was received for the following person according to statute:

David Grey – Fire Department

After a hearing under Chapter 32, Section 16(1), a motion was made by Mr. Montcalm and seconded by Mr. Mackechnie to deny the application. A roll call vote was taken as follows: Mr. Mackechnie, “yes”, Ms. Riley, “yes”, Mr. Montcalm, “yes”, Ms. Boronski, “yes”, and Mr. O’Shea, “yes”.

DISCUSSION OF CHAPTER 32, SECTION 90(G)(3/4)-MEMBER ELECTION: Mr. Ernest Laflamme, Jr. was present to review and discuss information regarding a member’s election under Chapter 32, Section 90(G)(3/4).

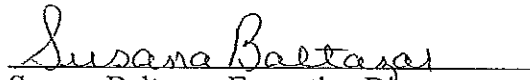
NEW BUSINESS: None

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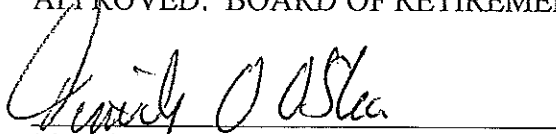
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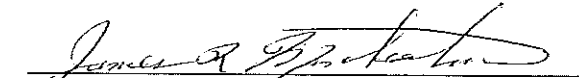
The next monthly meeting of the Board will be held on Thursday, May 2, 2013 at 2:00 p.m.


A motion was made by Mr. Mackechnie and seconded by Ms. Boronski to adjourn the meeting at 4:10 p.m. ALL IN FAVOR

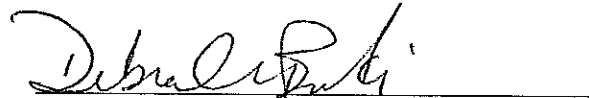

Susana Baltazar, Executive Director

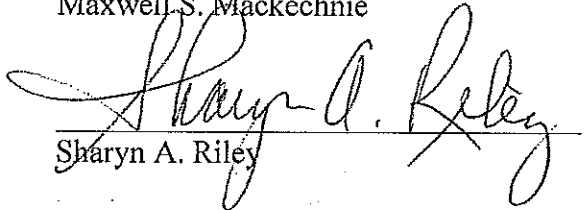
APPROVED: BOARD OF RETIREMENT


Timothy O. O'Shea


James R. Montcalm


Maxwell S. Mackechnie


Debra A. Boronski


Sharyn A. Riley